

**Commonwealth of Massachusetts  
Executive Office of Public Safety and Security**

**Senator Charles E. Shannon, Jr. Community Safety Initiative (CSI)  
Shannon CSI Statewide Youth Violence Research Partner**

**Availability of Grant Funding**

**October 2012**

**Program Overview**

The Senator Charles E. Shannon, Jr. Community Safety Initiative (Shannon CSI) is a statewide initiative to combat gang and youth violence.<sup>1</sup> As the administering agency for the Shannon CSI, the Executive Office of Public Safety and Security (EOPSS) provides funds to communities in Massachusetts that demonstrate high levels of youth violence, gang violence, and substance abuse.

To further support the Shannon CSI, EOPSS announces the availability of grant funding to maintain a Shannon CSI Statewide Research Partner (SRP) that will provide strategic, analytic, and research support to EOPSS, all Shannon CSI sites, and Shannon CSI Local Action Research Partner grantees.

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**I. Important Highlights**

**Key Dates**

AGF Posted:	October 30, 2012
Letter of Intent Due: <sup>2</sup>	November 9, 2012
Proposals Due:	November 29, 2012
Award Announcements Anticipated:	On or about December 10, 2012.
Anticipated Grant Period:	January 1, 2013 through March 31, 2014.

**Eligibility and Funding Overview**

This is an open and public grant opportunity. EOPSS expects to select one applicant for a maximum award of \$75,000.

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<sup>1</sup> For more information on the Senator Charles E. Shannon, Jr. Community Safety Initiative, see [www.mass.gov/safety/shannon](http://www.mass.gov/safety/shannon).

<sup>2</sup> A Letter of Intent template will be available on-line at [www.mass.gov/safety/shannon](http://www.mass.gov/safety/shannon). All applicants **must** submit a [Letter of Intent](#).

## II. Grant Compliance Details

**Fund Disbursement.** Details about the fund disbursement process will be provided at the time the award is made.

**Project Duration.** Applicants should apply for fifteen (15) months of funding. The anticipated funding cycle for projects will begin on **January 1, 2013 and end March 31, 2014.**

**Grantee Requirements.** Grant recipients must abide by the grant requirements below as well as all Office of Grants and Research (OGR) subrecipient grant conditions to be provided at the time of contracting.

### 1. Grants Management

- Submission of satisfactory and timely quarterly progress reports and quarterly financial reports.
- Cooperation during OGR monitoring endeavors, including site visits, desk reviews, attendance of technical assistance meetings and compliance with survey response questionnaires.
- All costs paid with grant funds must be direct and specific to the implementation of the Shannon CSI SRP-funded project.
- In-state travel costs associated with the Shannon CSI SRP funds shall include mileage rates not in excess of \$0.45 per mile, actual tolls, or actual parking. No grant funds may be spent for out-of-state conference fees, out-of-state travel, or out-of-state lodging without prior written approval from OGR.
- No grant funds may be spent for food or beverages.
- No more than 3% of the total grant amount requested may be for administration of the program.
- No consultant or trainer may be paid more than \$450 for an eight-hour work day or \$56.25/hour without prior written approval from OGR. Requests for a waiver of this requirement with documented justification must be made in writing at the time of application.

### 2. Procurement

- Grant recipients choosing to further subgrant to an implementing agency or an independent contractor, all or any part of the amount of the Shannon CSI SRP grant award, shall include the provisions of the OGR standard grant conditions and enter into a written contract or memorandum of understanding (MOU) with the implementing agency or independent contractor. A copy of the contract or MOU must be submitted to OGR for the grant folder once an award is made. *For the grant application, submit a letter of collaboration signed by the parties that explains the relationship of the agencies that will enter into a formal MOU if awarded.*
- Procurement of services, equipment, and supplies must follow M.G.L. Ch. 30B for local units of government and non-profit entities and Operational Services Division (OSD) Purchasing Guide for state agencies. Local units of government must ensure that subcontracts with private organizations have provisions ensuring any goods and services provided by the subcontractor are consistent with M.G.L. Ch. 30B procedures.

### 3. Other Requirements

- OGR subrecipient grant conditions must be signed and dated if an award is made.
- It is the responsibility of the sub-recipient to report alleged waste, fraud or abuse including any alleged violations, serious irregularities, sensitive issues or overt or covert acts involving the use of public funds in a manner not consistent with related laws and regulations or appropriate guidelines for purposes of the grant. Reports should be made to the Offices of the Massachusetts Inspector General or State Auditor.

Office of the Inspector General  
John W. McCormack State Office Building  
One Ashburton Place, Room 1311  
Boston, MA 02108  
800-322-1323  
[MA\\_OIG@maoig.net](mailto:MA_OIG@maoig.net)

Office of the State Auditor  
Massachusetts State House, Room 230  
Boston, MA 02133  
Boston, MA 02133  
617-727-2075  
[Auditor@SAO.state.ma.us](mailto:Auditor@SAO.state.ma.us)

## III. Scope of Services

EOPSS will make funds available for the SRP to review and improve Shannon CSI quarterly progress report forms (<http://www.mass.gov/eopss/funding-and-training/justice-and-prev/grants/shannon-csi/com-grantees-qrtly-rpt-forms/>), the reporting process, and analysis of the information collected. The SRP will provide feedback to EOPSS and Local Action Research Partners to ensure Shannon CSI funded agencies fully complete the quarterly reporting requirements. The SRP will also work closely with EOPSS to provide a year-end summary of grant activities within each site, as well as an overall assessment of the 2013 Shannon CSI grant program including challenges, successes, and recommendations for improvement, if any. Specific areas of assistance are expected to include those below:

- **Improve the Shannon CSI quarterly reporting forms and reporting process.** The SRP will work with EOPSS to assess the ability of the current Shannon CSI progress report forms to identify, track, measure the performance of, and identify outcomes of resources provided by the Shannon CSI grant program. The SRP will recommend improvements to the reporting forms, and will assist in efforts to make the forms electronic to facilitate easier and timelier submissions of information and data to EOPSS/SRP. Ideally data should be captured by the new quarterly progress report forms using analytical software (e.g., SPSS, Access). New progress report forms should be piloted and ready for use by the Shannon CSI partners by July 1, 2013.
- **Analyzing progress reports.** The SRP will review Shannon CSI quarterly progress reports and will provide a summary of the analysis to EOPSS on a regular basis that will:
  - Update EOPSS on the progress of activities funded with Shannon CSI resources

- Update EOPSS on changes in Shannon CSI youth target populations (both those being served and trends in the environmental impacts on the target population)
- Identify sites and specific programs whose quarterly progress reports need improvement
- Identify sites and specific programs that have achieved significant success
- **Collaborate, as needed, with Shannon CSI Local Action Research Partners.** The SRP shall be in regular communication with Shannon CSI Local Action Research Partners. These communications should include *updates by* the Shannon CSI Local Action Research Partner on their activities and the activities of the Shannon CSI site, as well as *updates to* the Local Action Research Partners on any reporting or programmatic implementation concerns identified through the quarterly progress reports.
- **Development of a comprehensive report on the impact of Shannon CSI.** In collaboration with EOPSS, the SRP will draft a comprehensive written report on the impact of the Shannon CSI. The report will include:
  - The overall impact Shannon CSI funding has had collectively across Shannon CSI sites
  - Examples of impacts made within specific Shannon CSI sites
  - Quantitative analysis focused on the five strategy areas within the Comprehensive Gang Model
  - Examples of successes and challenges faced by the Shannon CSI communities
  - Lessons learned and policy and programmatic recommendations from the 2013 Shannon CSI program
  - Relevant comparisons to other states gang strategies

This report shall be provided to EOPSS by March 31, 2014.

#### **IV. Application Process**

This section describes: (A) specific information on the required sections for a proposal, (B) submission process and deadline, and (C) the proposal review process.

##### **(A) Application Instructions, Required Sections, and Optional Section**

To provide OGR the best opportunity to fairly evaluate all requests for funding, applicants are encouraged to be clear and concise in their proposals.

##### **Instructions**

- Binder or paper clipped proposals and attachments.
- Typed, single-spaced in 12-point font with one-inch margins.
- Ten-page maximum excluding cover page and budget forms

##### **Required Sections—All applications must include the following sections:**

**1. Cover Page.** Please complete all sections of **Attachment A**. The application will be invalid unless an authorized official from the applicant agency has signed and dated cover page 1. The form must be signed and dated in [blue ink](#).

**2. Program Narrative** (maximum 10 pages) Number the pages 1-10 and mark the narrative **Attachment B**. The narrative is comprised of two sections, the Statement of Qualifications and Proposed Strategy.

**Statement of Qualifications** (3 Pages)

This section will discuss the experience of the grantee in working with law enforcement and public safety, understanding of the national trends in gang/youth violence, expertise in project management, and capabilities of key staff (as identified below).

Organizational and administrative aspects of successful grant management should be addressed.

**Proposed Strategy** (7 pages)

This section of the proposal should detail the approach and planned activities that will address the scope of services as defined in Section III. The applicant should include a timeline for associated tasks to be completed, a description of the roles and responsibilities of each member of the research partner team using the standard definitions (see below), and a description of the level of effort for each task. This should include plans to address potential challenges.

**3. Project Budget Roll-Up, Detail and Budget Narrative** (2 pages for budget narrative). Label as **Attachment C** and **Attachment D**.

- The applicant must use the provided spreadsheet (see [www.mass.gov/safety/shannon](http://www.mass.gov/safety/shannon)) and narrative template to document their proposed costs for each category. The applicant is encouraged to identify in their personnel cost section the role of each member of the research partner team using the standard definitions listed below. The applicant should also include a budget narrative that indicates how each budget line item links to the applicant's proposed strategy. Activities referenced in the proposed strategy should be included in the budget narrative to be considered for funding.
- The top priority for EOPSS is to make strategic use of this funding by maximizing the amount of funds that directly support programs and services, rather than support the organizations and institutions with which grantees are affiliated. With this in mind, EOPSS strongly encourages organizations to use the lowest feasible fringe and indirect rates.
- The applicant must provide fringe and indirect rate agreement letters.
- Consultants or contractors partnering with the Statewide Youth Violence Research Partner can be reimbursed to a maximum of \$450/day. Furthermore, a signed Memorandum of Agreement that outlines the respective roles and responsibilities of consultants or contractors should be included.

<b>Role</b>	<b>Responsibilities</b>
Project Director	Responsible for overall project direction and the quality and accuracy of all deliverables.
Project Manager	Responsible for day-to-day supervision and management of the project and the allocation of project resources.
Research Advisors	On an as needed basis, will work with and advise the project.
Junior Researchers	Perform research, analysis, and data collection tasks.
Administrative Assistants	Assist with project coordination and management and the production of deliverables.

**Resumes of Key Personnel** (no page limit)

- A summary page should introduce the resume section, identifying the role of each member of the team.

**(B) Submission Process and Deadline**

Letters of intent and grant applications must be mailed or hand-delivered\* to:

The Executive Office of Public Safety and Security  
c/o James Stark  
Office of Grants and Research  
Ten Park Plaza, Suite 3720  
Boston, MA 02116

For Information: call, 617-725-3301

**ONE ORIGINAL and FOUR COPIES** of the proposal **must be received no later than 5:00pm on Thursday, November 29, 2012.** Faxed or e-mailed proposals will **not** be accepted.

**\* If you choose to hand deliver the proposal, please note that a valid form of identification is required to enter the Ten Park Plaza Office Building on the 2<sup>nd</sup> floor. Also, the building security staff will not allow entrance into the office areas after 5:00pm or accept grant applications on behalf of the Office of Grants and Research. No exceptions will be made.**

**(C) Proposal Review Process**

The application will be judged on the criteria below:

- **Quality of the proposal.** Applications will be judged on the quality of the proposed approach and the degree to which the proposal reflects careful consideration of the possible implementation challenges. Other considerations include the creativity and feasibility of the proposed approach and the potential for improving the state of knowledge on youth violence and gang activity in Massachusetts.
- **Organizational experience.** Applications will be judged on the likelihood that the proposed research partner team can achieve successful results. Specific criteria include:
  - **Action Research experience.** The proposal must demonstrate an ability to work in a hands-on manner with multiple partners in a collaborative fashion using data to develop strategies and provide feedback to refine strategies as the project progresses.
  - **Experience working with public safety and community organizations.** The proposal must demonstrate experience working with public safety and community organizations, must show an understanding of the challenges of applying research and analytical approaches in these settings, and how these challenges will be addressed.
  - **Management and organizational capability.** This program requires significant coordination and management. The proposal should address the level and variety of organizational resources available to the project team, and how those resources will be directed to support program goals.

- **Cost effectiveness of approach.** The proposal will be evaluated on its ability to provide Massachusetts with a cost-efficient and effective approach to achieving results.

## **V. Notification of Awards**

All funding decisions are at the discretion of the Secretary of Public Safety and Security. It is anticipated that grant awards will be announced on or about December 10, 2012.

## **VI. Proposal Checklist (for your review)**

### **Proposal Elements and Required Attachments**

- ☐ Please use Binder or Paper Clips, no staples allowed;
- ☐ Attachment A - Grant Application Cover Page 1 signed and dated in blue ink and includes all required information: **(Attachment A) received no later than 5:00pm on Thursday, November 29, 2012;**
- ☐ Attachment B – Complete Program Narrative (max 10 pages)
- ☐ Attachment C – 2013 completed Budget Excel Worksheet (both the **Roll Up and Detail sheets** must be included in your proposal)
- ☐ Attachment D – Budget Narrative
- ☐ Attachment E – Contractor Authorized Signatory Listing Form

**Questions:** Questions may be submitted via email to [james.stark@state.ma.us](mailto:james.stark@state.ma.us).